

# CALIFORNIA RURAL INDIAN HEALTH BOARD, INC.

## NOTICE OF POSITION VACANCY

**POSITION: Human Resources Generalist**

**LOCATION:** Porterville, CA.

**NUMBER OF POSITIONS:** 1

**CLOSING DATE:** Open Until Filled

**SALARY:** \$65,000 per year

### **POSTION SUMMARY:**

This position is located in the Administrative Office of the Tule River Indian Health Center, Inc. (TRIHC). The incumbent serves as a Human Resources Generalist and Compliance Officer. Provides recruitment services, manages the orientation program, employee relations; responds to external program reviews; and manages the organization's compliance program. He/she must be sensitive to the needs of the Indian community; its cultures, traditions, behavior patterns and background.

The incumbent works under the supervision of the Executive Director, who provides administrative and policy directions in terms of broadly defined missions or functions of the organization. The incumbent works independently, plans, organizes, and carries out the work to be performed and has delegated responsibility to make decisions regarding staffing issues.

### **PRIMARY RESPONSIBILITIES:**

Administers HR polices and programs in support of employee relations, organizational development, and performance management for TRIHC.

- First point of contact for HR-related concerns
- Maintenance of all personnel files, I-9's, Medical Files, Workers' Comp. Files, COBRA notifications (new hire and termination)
- Ensure compliance with federal and state employment laws
- Develop, communicate, implement and improve organization HR policies and procedures
- Answer day-to day questions; provide support and education to managers on the application of organization policies and procedures
- Counsel Management Staff and Employees on employee relations and performance management issues; identify, resolve and recommend strategies to address employee issues
- Administer the performance review program to ensure effectiveness and equity with the organization
- Assist with organizational development by facilitating various HR-related training and orientation programs
- Deliver organization-required training, such as Harassment training and Standards of Business Conduct
- Lead in the conceptualization, implementation and organization of employee activities and programs
- Perform other duties as assigned
- Provides recruitment services, performing an in-depth analysis of positions for recruitment.
- Develops and formulates KSA's. Plans and initiates recruitment involving numerous contacts at all levels with a variety of recruiting sources over a wide geographical area, utilizing special recruiting authorities and other recruitment techniques to locate and identify job applicants who are best qualified for skill shortage and/or other highly specialized hard-to-fill positions.
- Develops and posts vacancy announcements. Keeps candidates and supervisors informed of the status of pending vacancy announcements.
- Informs or advises applicants on application procedures, types of appointments, Merit Promotion program, benefits (such as retirement, life and health insurance); qualification requirements, Indian preference, veteran's preference, and other matters related to TRIHC employment practices.
- Keeps abreast of qualification standards; Federal Personnel Manual issuances, letters and bulletins; departmental and IHS directives pertinent to staffing and recruitment activities.
- Provides orientation for new employees using the established Orientation Checklist. Ensures checklist is completed by others providing orientation. Ensures completion of Program requirements for new employees. Reviews Program Personnel Policies as part of orientation. Gives information on salary, workweek, periodic increases, annual and sick leave, advance leave, leave without pay, overtime, premium and holiday pay performance ratings, promotional policy, employee compensation and employee services.
- Administer the Compliance Program: This includes the development, implementation, and maintenance of policies and procedures related to the privacy of and access to patient health information and compliance with the federal and state information privacy laws. Must be able to communicate well and be able to establish rapport with staff, patients and their families.

## **QUALIFICATIONS:**

**EDUCATION:** Bachelor degree preferred and or equivalent work experience considered.

**EXPERIENCE:** 5 years of experience as a generalist or specialist.  
Experience in employee relations, problem solving and resolution.

## **ADDITIONAL REQUIREMENTS**

1. In all human resources areas specifically employee relations and services, training performance management and organizational development.
2. Knowledge of and skill in applying a wide range of methods, principles, theories, concepts, practices, policies, rules, regulations, precedents, and procedures used in recruitment and placement process (to perform a variety of difficult and complex assignments).
3. Knowledge of a wide range of staffing programs and skill in applying this knowledge to a variety of difficult assignments.
4. Knowledge of and skill in applying a wide range of personnel management theories, principles, laws, rules, regulations and procedures sufficient to identify interrelated problems, draw conclusions, and recommend appropriate courses of action.
5. Knowledge of documentation and recordkeeping procedures in maintaining files and records.
6. Knowledge of 638 Contracting Program and organizational structure, tribal involvement, budget administration, program analysis and support services to develop solutions to managerial and administrative problems.

## **SKILLS:**

1. Ability to establish and maintain effective relationships with and gain confidence and cooperation of supervisors and managers on difficult issues.
2. Demonstrated ability to accurately understand and interpret HIPAA regulations and to be consistent in their implementation with staff and Board of Directors.
3. Skill in applying complex fact-finding, analytical and problem solving methods and techniques.
4. Skill in written and oral communication sufficient to prepare and present findings and recommend and/or carry out specific action(s) regarding difficult issues, and/or develop and provide program training, and/or prepare instructions.
5. Skill in analyzing and interpreting the qualification standards, the OPM classification standards, HIPPA Policy and Standards, 638 Self-Determination Contract regulations, State of California and Federal Personnel regulations for program continuity.

## **STATEMENT OF SAFE WORK PRACTICES:**

As an employee of TRIHCI, you will be required to comply with all TRIHC safety standards, TRIHC policies and procedures, and all other applicable Federal, State, or Local safety laws and regulations as a condition of employment. This is a condition of employment in order to promote a safe working environment for all employees, contractors, and patients. This will be accomplished through observation and enforcement of safe work practices, which include, but are not limited to:

1. Keeping yourself informed of conditions affecting your health and safety;
2. Participating in training programs, as required and as they become available to you;
3. Adhering to healthy and safe practices in the workplace;
4. Promptly reporting potential hazard(s) in the workplace;

5. Promptly reporting any injuries or accidents to your supervisor;
6. Properly using TRIHC property/equipment and protecting it from damage or misuse;
7. Respecting other employees, contractors, and patients rights to a safe environment.

At-Will Employment: all employment with Tule River Indian Health Center, Inc. is At-Will Employment. While we strive to provide fulltime employment to all of our employees who so desire, we make no guarantees, expressed or implied, to provide any guaranteed number of hours of employment in a given week. Changing conditions in the healthcare field make it impossible to predict the demand for our services and as a result, all of our offers of employment are offers of At-Will Employment.

Indian Preference Act (IPA): Preference in hiring is given to qualified Native Americans in accordance with the Indian Preference Act: (Title 25, US Code, Section 472 and 473). Applicants claiming Indian Preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage.

Equal Opportunity Employer (EOE): Within the scope of Indian Preference, all candidates will receive equal consideration without regard to race, color, gender, religion, national origin or other non-merit factors.

Age Discrimination in Employment Act (ADEA): Tule River Indian Health Center, Inc. (TRIHCI), abides by the mandates of the ADEA (protecting individuals 40 years and older) and considers age a non-merit factor in all employment decisions and considerations.

Americans with Disabilities Act (ADA): TRIHCI abides by the mandates of the ADA and considers disability a non-merit factor in all employment decisions and considerations. Furthermore, TRIHCI will make any practical, feasible, and reasonable arrangements to accommodate qualified applicants and employees with disabilities.

The position requires an awareness and keen appreciation of American Indian traditions, customs, and socioeconomic need, and the ability at all times to meet and deal effectively in contacts with Indian health organizations consisting of numerous tribes with varied cultures which requires tact, courtesy, discretion, resourcefulness, and good judgment in handling functions of a sensitive nature.

Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472, and 473.) Applicants claiming Indian preference must submit verification of Indian Status certified by tribe of affiliation or other acceptable documentation of Indian heritage.

Please mail, fax or e-mail resumes and applications with Indian preference documentation, if applicable, to:

**TULE RIVER INDIAN HEALTH CENTER, INC.**

**Attn: Human Resources**

**P.O. Box 768**

**Porterville, CA 95841**

**(559) 781-6514 FAX**

**E-mail**

**[Human.resources@ihs.gov](mailto:Human.resources@ihs.gov)**